

DIRECTOR OF URBAN DEVELOPMENT

NATURE OF WORK

This is highly responsible administrative work providing overall direction for the programs, projects and activities of the Urban Development Department. This position is in the unclassified service.

Work involves responsibility for planning, directing, supervising and evaluating the services, programs and staff of the Department, and acting as liaison with federal, state and other public and private organizations in the development of the total Urban Development Program. Work includes directing the establishment of program policies and procedures, and planning programs to achieve maximum participation and proper balance in interrelationships between various neighborhood/private sector participating groups, City departments and Urban Development staff. The incumbent is expected to exercise considerable independent judgment within general established guidelines and policies, with work being performed under the general supervision of the Mayor. Supervision is exercised over professional, technical and clerical personnel.

EXAMPLES OF WORK PERFORMED

Plans, directs, supervises and evaluates the services, programs and staff of the Urban Development Department. Responsibilities include:

Administration

Special Events
Arts Coordination
Business & Maintenance Improvement Districts

Community Development

Community Development Block Grant Program/HOME Program
Radial Reuse Program
Housing Preservation/Development
Redevelopment Programs
Neighborhood Project Planning

Real Estate and Relocation

Acquisition/Deposition of Property, including Appraisals
Property Management, including Hazardous Material/Asbestos/Lead Base Paint Removal
Family, Individual & Business Relocation

Acts as liaison with federal, state and other public and private organizations in the development of the total Urban Development Program; directs the establishment of program policies and procedures and plans programs to achieve maximum participation and proper balance in interrelationships between various participating groups and Urban Development staff.

Directs and coordinates physical program studies, planning and implementation involving neighborhood development, housing preservation/development, redevelopment activities, infrastructure improvements and real estate/relocation/property management.

Performs administrative duties including departmental budget preparation and justification; approves major purchases.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles and practices of urban planning including the physical, social and economic aspects.

Thorough knowledge of urban development methods, techniques, financing and implementation including neighborhood development, housing preservation/development, redevelopment activities, infrastructure improvements and real estate/relocation/property management.

Considerable knowledge of public administration or business administration including the principles, practices and techniques of same.

Knowledge of planning and implementation of special events and cultural activities.

Ability to plan, organize and direct the operations and management of a major multi-activity municipal department.

Ability to coordinate a contracted arts program.

Ability to design and develop program proposals and to resolve complex urban development problems to include business and maintenance improvement districts.

Ability to translate basic policy decisions into technical concepts to achieve operating results.

Demonstrated ability to deal effectively with all local groups, organizations and individuals and with municipal officials as well as other professionals in the field.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in social sciences, public administration, urban planning or related field; plus considerable experience in real estate/relocation/property management and urban development programs involving community relations and physical, social and economic planning including experience in a responsible supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in social sciences, public administration, urban planning or related field; plus experience in real estate/relocation/property management and urban development programs involving community relations and physical, social and economic planning including some experience in a responsible supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

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